



**MEMORANDUM**

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**Date:**           **October 3, 2011**

**To:**             **Kansas County Treasurers**

**From:**       **Lee Ann Phelps, Business Support Unit Manager,  
Titles & Registrations**

**Subject:**     **Sorting Work**

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Today marks the beginning of county offices sorting their daily work in a more simplified manner. I have had questions from various county offices since this concept was introduced at the KCOA meeting last September. This memo outlines more detail about certain transactions and how to sort them in your daily work.

Beginning with today's (October 3, 2011) transactions sort your daily work and send in daily to the State, as follows:

1. Report Summary
2. Unapproved applications – **banded together and marked** as the “Unapproved” applications include:
  - a. Out of state customer moving in and doesn't have title in hand.
  - b. Any returned correspondence items
  - c. Quarterly payments
  - d. Title/Vehicle Verifications – only those unable to be completed at the county office. If the TR-200 prints with language about the record was not provided, please send those to us.
  - e. Confidential
  - f. Refinance/Secured Titles
  - g. Heavy Truck/Trailer refunds or apps with Form 2290 attached.



Sam Brownback, Governor

- h. Corrected Titles – if it's a duplicate title that was run as a corrected title, be sure it is marked to indicate so.
- 3. Approved applications - **banded together and marked** as the "Approved" applications include all other approved transactions.
- 4. **Please note:** There are some transactions that we do not need any paperwork sent to us, such as:
  - a. Delinquent Property Tax
  - b. Watercraft
  - c. Title/Verifications where the county office produced a record to the customer
  - d. Gift Affidavits (unless attached to a title application or return correspondence)
  - e. Property Tax Affidavits (unless attached to a title application or return correspondence)
  - f. Standard plate renewal registrations

Remember the underlying reason for all this is to allow State staff to focus on the applications we have received from your offices and have not processed yet, and will allow many more records to convert during system conversion just prior to go-live. Please be sure you are sharing this information with the appropriate staff in your office.

If you have further questions about sorting your daily work, please contact me at [leeann.phelps@kdor.ks.gov](mailto:leeann.phelps@kdor.ks.gov). Other questions pertaining to title and registrations transactions, please continue to e-mail your questions to [TR.county@kdor.ks.gov](mailto:TR.county@kdor.ks.gov).

Thank you all for your wonderful support and cooperation.

cc: Titles & Registrations  
County Portal  
DMV Modernization Website